

Staffing Guide

Position Description			Hotel Lead Security Guard		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> Hours of Operation X_____ Occupancy Rate _____ Seasonal/Peak Workload _____ 	<ul style="list-style-type: none"> Staff Supervised _____ Facility Layout _____x_____ Facility Size _____x_____ 	<ul style="list-style-type: none"> Facility Age _____ Facility Location _____x_____ MP Support _____x_____ 		
<p>Workload/Staffing Comments:</p> <p>Position may be full time, part time or flex. Supervised by appropriate management staff: normally hotel manager or assistant manager. Position responsible for guest and property security as well as hotel safety</p>					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	1 (NF-2)	1 (NF-2)	* 1 (NF-2) Security Leader (for every 3 to 5 Security Guards)	* 1 (NF-2) Security Leader (for every 3 to 5 Security Guards)
Alternate Staffing Standard (If Required)	None	None	None	None	None
Explanation of Alternative Staffing Standard:					
<p>Staffing Standard Footnotes</p> <p>* Requirement for position determined by level of MP support.</p> <p>Level of MP support, amount of installation security will determine the final number of worker/supervisors required.</p> <p>Normally assigned to work 2nd, 3rd/weekends/holiday shifts.</p> <p>Security Guard Leader is responsible for Leading a minimum of 3 Security Guards.</p>					